

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other: _____ Explanation (Show any positions replaced) Standard MWR NAF PD										1. Agency Position No.							
3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field				4. Employing Office Location				5. Duty Station				6. OPM Certification No.					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) _____ <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					
11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither				12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive				13. Competitive Level Code				14. Agency Use NAF					
15. Classified/Graded by		Official Title of Position						Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review		Accounting Technician						NF		0525		03		SN		12-31-01	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment										c. Third Subdivision							
a. First Subdivision										d. Fourth Subdivision							
b. Second Subdivision										e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date _____										Signature _____ Date _____							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position OPM Job Family Std Clerical Tech Acct Budget Work GS-0500C HRCD-4 Dec 97							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier Signature _____ Date 12-31-01										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
25. Description of Major Duties and Responsibilities (See Attached)																	

PD NBR: NAVFAC 2**CLASSIFICATION: ACCOUNTING TECHNICIAN NF-0525-03****INTRODUCTION**

This position is located in the Visitors Quarters (VQ) operation at NAME OF COMMAND. The purpose of this position is to process and maintain accounting records for VQ operations.

MAJOR DUTIES

Incumbent maintains, reconciles and verifies accounting records by implementing principles of accounting and double entry bookkeeping. These records consist of various journals and general ledgers, including numerous asset accounts, liability accounts, receivable accounts, inventory and operating accounts. These also include purchase orders, invoices, payroll summaries, daily activity summaries, transfer summaries, inventory summaries, general journal vouchers and accrual journal vouchers. Maintains files of all correspondence and messages pertaining to financial records and accounting data. Types all necessary reports, documents and memorandum as required. Posts general ledger accounts from original documents received. The incumbent reviews, examines, verifies and analyzes a variety of documents for validity and accuracy that include purchase orders, invoices, vouchers, property records and income sources. Extends, verifies and summarizes inventories.

Prepares invoices for billing accounts receivable customers, both individuals and groups. This includes correctly formatting collection letters and completing the DD-139, Treasury Offset Program documents and NAVCOMP 2276 & 2277 forms. Collection letters must be completed in a timely manner, as this is essential to the collections of Accounts Receivable. The incumbent is responsible to ensure management is informed of accounts older than 180 days and that, once approved, those accounts are written-off.

At the end of the accounting month, ensures accuracy of all assigned general ledger postings, reconciles general ledger balances with subsidiary ledgers and closes assigned accounts. Any accounts that do not balance are reported to management.

Performs other related duties as assigned.

FACTOR 1. SKILL AND KNOWLEDGE REQUIRED

A certification or associates degree in accounting from an accredited university or business school is preferred but may be substituted for a combination of education, training and experience. A minimum two years experience in an integrated double-entry accrual accounting system is required.

Must possess a basic knowledge of accounting policies, procedures, regulations, terminology, processes, documentation and able to use a 10-key calculator.

Must be proficient with word processing and spreadsheet software. Must be able to type by touch with speed and accuracy.

Must possess the knowledge and ability to independently analyze and reconcile accounts accurately and have the ability to pinpoint and resolve discrepancies.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under normal supervision. Incumbent is expected to perform daily work on own initiative and present completed work based on knowledge of accounting. The supervisor will provide suggestions for handling unusual transactions. Work is reviewed for completeness and accuracy of required statements and/or reports.

FACTOR 3. GUIDELINES

The incumbent carries out assignments in accordance with DOD and Navy regulations, including but not limited to the DOD 7000.14-R, OPNAVINST 11103.1 series, RAMCAS User Handbook and AIMS/SAP Hands-on User Guide. Judgment and knowledge in interpreting and applying these regulations and policies is necessary.

FACTOR 4. COMPLEXITY

The incumbent is required to execute policies, regulations and guidelines as they pertain to a wide variety of accounting procedures and internal controls. Work involves multiple/changing priorities and time sensitive/confidential information.

FACTOR 5. SCOPE AND EFFECT

The work involves recording financial transactions that accurately reflect the financial position of the billeting fund and to provide the basis for sound, accurate interpretation and advice to management regarding accounting and financial statements. Work directly impacts the financial status and records of the activity, as well as the financial decision making process.

FACTOR 6. PERSONAL CONTACTS

Contacts can include guests, other staff members, other installation staff, Defense Finance Accounting Service (DFAS) staff, vendors, Navy Personnel Command staff and NAVFAC Bachelor Housing staff

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to obtain information or clarify data with regard to vendor payments, accounts receivable, electronic funds transfer payments, financial operations and administration.

FACTOR 8. PHYSICAL DEMANDS

This position is basically and primarily sedentary. Must be able to file and retrieve documents from filing cabinets up to shoulder level. Assist with packing, filing and retrieving files weighing up to 30 pounds.

FACTOR 9. WORKING ENVIRONMENT

Work is performed indoors in areas that normally have adequate heat, light and ventilation.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.